OPERATIONS MEMORANDUM

TO: Department of State   DATE: October 7, 195?

FROM: Embassy, BELGRADE

SUBJECT: ADMINISTRATION AIR: Air Pouch Costs

REF: AUS Regional Instruction ?-7, September 2, 195?

        Pursuant to the spirit of the Instruction under reference, the Embassy has
redoubled its efforts to find ways and means of reducing operational costs. A
recently conducted survey of air pouch costs revealed that (what appears to be)
a inordinate proportion of these costs is attributable to the air shipment (at
the Department's behest) of publications. Further, almost forty percent of the
Embassy's air pouch (including air freight) bill is attributable to shipments of
publications to wF and to "ICD/??", presumably, in the latter case, for redistri-
bution to other agencies in Washington.

        The following statistics may be of interest:

    1. Total cost of air pouch (including Air
        freight) shipments to Washington during FY 58: $6,032.

    2. Breakdown of FY 58 Air Pouch costs by average
        content:
        a) Official letter-type mail: $ 302
        b) Official non-letter type mail
              other than publications: 1,328
        c) Joint Translation Bulletin: 1,870
        d) Newspapers and Periodicals: 2,050
        e) Personal Mail: 482
                                                 $6,032

    3. Breakdown of FY 58 costs of air shipment
        of Joint Translation Bulletin and News-
        papers and Periodicals, by recipient:

        a) wF $2,180
        b) Dept.   910
        c) Dept - "ICD/FF"   300
        d) Department of Commerce   140
        e) Department of Agriculture   390
                                                  $3,920

The foregoing statistics may be useful as a basis for determining whether or not the existing requirements for air shipment of publications should be reduced. Alternatively, they would appear to be useful to support any administrative agreements the Department may have with the agencies involved in sharing the portion of the total costs attributable to the Department of Agriculture in providing for in the posts administrative support agreement.

EGKryza/elm